



### INSTALLTION TIMELINESS

93.82%

### OUTLYING SITES TIMELINESS

86.93%

### TOP 3 LATE DOCUMENTS

- (1) Leave (202)
- (2) BAH (101)
- (3) FLPB (59)

Unit/Brigade	Percentage	Unit/Brigade	Percentage
1/68 ARM BN, HHC	99.21%	PUBLIC HEALTH COMMAND	100.00%
230TH FINANCE, HHD	98.77%	WOUNDED WARRIOR HHC	97.96%
4 CAB HHC	100.00%	242D OD BN(EOD)	100.00%
534TH SIGNAL CO	100.00%	4TH ENGR BN HQ	99.21%
75TH BCTD 5TH BDE 2ND BCTG	100.00%	2 BCT, 4ID Rear	100.00%
43RD SPT GROUP, HHC	97.73%	2ND STB, HHC	97.89%
60TH ORD CO	100.00%	1-2 AVN, HHC	100.00%
152d MOVEMNT CONTROL TM	100.00%	7-10 CAV SQ CADRE	98.39%
360TH TRANS CO REAR	100.00%	1st BN, 22nd INF RGT HHC	98.08%
247TH QTR MSTR CO	100.00%	1-66th AR BN HHC	99.72%
59TH MP CO	100.00%	4ID BAND	100.00%
440th CIVIL AFFAIRS BN	100.00%	71ST ORD CMD	100.00%
602ND SCCT	100.00%	WORLD CLASS ATHLETES	100.00%

**Timely and accurate pay is a quality of life and mission readiness issue!**

Reminder: the timeliness data is provided to Senior Leadership monthly. It is in the best interest of every Soldier to take all available steps to ensure timely submission of all pay documents.

## IMPORTANT DATES

**Midmonth Cutoff**  
**Monday, 3 December 2012**  
to affect mid-month pay

**End of Month Cutoff**  
**Monday, 17 December 2012**  
to affect end-of-month pay

**UCFR Pickup**  
**Thursday, 27 December**

**UCFR Turn-in**  
**Thursday, 3 January**

## DMPO CLOSURES

**The DMPO/230<sup>th</sup> FMSU will be closed**  
**Monday, 25 Dec 2012 for Christmas Day**

## UCFR PICK-UP

The Fort Carson Defense Military Pay Office (DMPO) conducts a monthly finance information briefing in addition to the Monthly UCFR Distribution. The audience for this event includes all commanders, both military and civilian unit S-1s, and non-divisional unit PAC personnel. All Fort Carson units are to be present with their current Access and AAA- 162 Rosters. Leaders from the military pay office will be on hand to address any pay concerns from the Fort Carson Military Community.

UCFR pick-up from the Defense Military Pay Office is a requirement. When Units are deployed, the Rear-D is responsible for pick-up and certification for the entire Battalion. The Rear-D Commander must certify all UCFRs and ensure all supporting documents for corrections are attached and returned to the DMPO by the suspense date. Deployed units should contact the Rear-D if there are changes to be made to deployed personnel pay accounts.

Please address all questions and concerns to the Processing Section at 719-526-2607/6262.

## PAC CERTIFICATION COURSE

The Fort Carson Defense Military Pay Office will be hosting a one day PAC Certification Course **Thursday, 13 December at 0900 in Bldg 1220**, 1st Floor Conference Room. The purpose is to train S-1 personnel in the areas of pay and entitlements. Pre-registration is required: Please see your training NCO to register through ATRRS prior to training.

## **Briefings for Separating Soldiers**

**ETS Briefing** is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month at the SRP building (BLDG 1042) at 0700.

**Retirement Briefing** is held the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of every month at the Balfour Beatty Community Center (6800 Prussman St) at 0800.

Briefings cover Final pay, Travel, Leave, Allotments, Disability Severance/ Separation Pay outs and more.

## **In/Out Processing Briefings**

**Levy Brief** (PCS Departing Soldiers) is held on every Tuesday and Thursday of every month at 1129 Ellis Dr (Performing Arts Center) at 0815.

**In-Processing Brief** is held every weekday at BLDG 1013 on Long Street

## DFAS Hire-A-Hero Internship Program



The Defense Finance Accounting Service DMPO Ft. Carson is seeking Wounded Warrior applicants for our Hire a Hero Internship Program. Continue to serve our Nation and your fellow Warfighters while gaining valuable job experience in either Military Pay or Computer Assistant functions.

The non-paid internship program is open to all soldiers in outpatient status at Ft. Carson, who have committed to transitioning out of the military. DFAS is seeking soldiers who have the desire to gain practical employment experience prior to transitioning to civilian life. Internship participants will have the opportunity to enhance their career readiness and prepare for a future with DFAS, or another organization. Completion of the Internship Program may lead to full-time employment at one of DFAS' many locations.

**Request an application by emailing [HiringHeroes@dfas.mil](mailto:HiringHeroes@dfas.mil) or calling 719-524-0040.**

## Debt Management



### **Field Rations**

#### ***DoD FMR VOL 7A CHAP 25***

Members receiving BAS while in certain situations may have the payment for government-provided meals made by mandatory pay account collection. These are circumstances where it is not feasible to control dining access or collect cash due to operational constraints or where efficiency of operation requires collection for all meals.

When a commander/commanding officer requires mandatory collection, the pay account collection will be made for all meals available, whether the meals are actually eaten or not. Mandatory collections are made day-for-actual-day, not a 30-day month basis. Unless the member is receiving a per diem for subsistence, the collection will be at the discount meal rate. Mandatory pay account collection may be required for field duty.

Field Duty is defined as - Any maneuvers, war games, field exercises, or similar operations where a member is assigned to a unit being subsisted in a dining facility operated by, on behalf of the U.S. Government, or with an organization drawing field rations. Members may be on per diem orders. All members on field duty will be charged for all meals made available whether eaten or not, subject to approved missed meals.

Pay account collections will be at 25-percent of the discount meal rate for the first and last day of assignment in situations requiring mandatory collection. A member transitioning directly

between two mandatory meal collection situations will be treated as though the collection period were continuous and will not receive the 25-percent reduced charge for the transition.

Please ensure all reports are signed by Unit Commander prior to be returned to the Defense Military Pay Office (DMPO).

## Special Actions

### MPR

#### Entitlement Verification by Unit Commanders

##### ***DoDFMR, Vol. 7A***

Defense Finance and Accounting Services (DFAS) tasked all military pay offices with verifying (through unit PACs) a Soldier's continued authorization of specific pay entitlements on a monthly basis. Units S-1 personnel must review the listings for accuracy and attach all supporting documentation to validate the authorization for the pay entitlement. It is imperative all entitlement verification reports be returned to building #1220, room 143 by the provided suspense date. **For entitlements to start or stop, we need supporting documentation and/or specific start/stop dates in order to accurately process the request.** Timely input will allow Soldiers to receive their correct entitlements and avoid unnecessary debts. Late reports will require a Letter of Lateness from Unit Commander. Failure to submit recertification may result in termination of entitlement. Below is a breakdown of the different entitlements that required Unit Commanders verification:

- ✓ Hostile Fire Pay (HFP): *DoDFMR, Vol. 7A, Chapter 10*
- ✓ Hardship Duty Pay-Location (HDP-L): *DoDFMR, Vol. 7A, Chapter 17*
- ✓ Family Separation Allowance (FSA): *DoDFMR, Vol. 7A, Chapter 27*
- ✓ Foreign Language Proficiency Bonus (FLPB): *DoDFMR, Vol. 7A, Chapter 19*

NOTE:

Per *Military Pay E-Message 12-008* the following changes apply to Hostile Fire Pay entitlement: **"Based on the recently approved 2012 NDAA, IDP/HFP will be prorated and only paid for the actual period of service within the qualifying area."** Combat zone tax exclusion will not be affected by this change.



#### Increase TO TRICARE Dental Plan Premiums

1. Beginning 1 January 2013, TRICARE Dental Program (TDP) premiums will increase to pay for coverage effective February 1, 2013.
2. The single premium rate will increase from \$10.30 to \$10.66, and the family premium rate will increase from \$30.89 to \$31.96. This rate increase is effective for period February 2013 through January 2014.
3. Information concerning the TRICARE Dental Program can be found at [www.metlife.com/tricare](http://www.metlife.com/tricare).

### SRP



#### What is the DoD Savings Deposit Program?

The DoD Savings Deposit Program (SDP) was established to provide members of the uniformed services serving in designated combat zones the opportunity to build their financial savings.

If you are serving in an SDP-eligible combat zone, you can start your SDP account once



you've been deployed for a minimum of 30 consecutive days or at least one day in each of three consecutive months, and you must be receiving Hostile Fire Pay. Any military finance office in theater can help you establish an account and assist you in setting up the deposit method most convenient for you.

A total of \$10,000 may be deposited during each deployment and will earn 10% interest annually. You cannot close your account until you have left the combat zone, although your money will continue to draw interest for 90 days once you've returned home or to your permanent duty station.

Deposits may be made in cash, by check or through allotment. Once started, allotments may be increased or decreased as your financial situation changes. Your allotment will stop upon your departure from the combat zone.

While your account will be closed and all funds returned to you via direct deposit 120 days after leaving the combat zone, there are some guidelines regarding earlier withdrawal you need to know:

- Once your account reaches a \$10,000 balance, you may withdraw funds over \$10,000 on a quarterly basis.
- Emergency withdrawal must be approved by your commanding officer who must determine that it is necessary for the health and welfare of you or your family.
- If you want your funds before the 120-day period ends, your myPay account provides an automated request option for Savings Deposit Program participants.
- You can also send a request including your name, Social Security number and date of departure from the combat zone...
  - ... via e-mail to [CCL-SDP@dfas.mil](mailto:CCL-SDP@dfas.mil)
  - ...via fax to (216) 522-5060 "Attention: SDP"
  - ...or by mail to DFAS-Cleveland Center (DFAS-CL), ATTN: SDP, Special Claims, 1240 East 9th St., Cleveland, OH 44199-2055

- Funds will be transferred electronically to the direct deposit account on record, but may be deposited in another account you identify or via hard copy check. You must identify how you want funds returned to you. For banking/credit union accounts, provide the bank name, routing number, account number and account type (savings or checking). For hard copy checks, provide a complete mailing address.
- Be sure your allotment has been stopped before requesting withdrawal.

Need help with your SDP account? Our staff is ready to help, just contact us at:

Toll Free (Stateside Only): 1-888-332-7411

Commercial: 216-522-5096

DSN: 580-5096

Fax: (Attention SDP): 216-522-5060

E-mail: [CCL-SDP@dfas.mil](mailto:CCL-SDP@dfas.mil)

## Travel



## **TEMPORARY LODGING EXPENSE (TLE)**

TLE is intended to partially pay for lodging/meal expenses when a Soldier or Soldier's dependent(s) occupy temporary QTRS in CONUS location due to a PCS.

TLE reimbursement is limited to 10 days (CONUS). TLE may split the days between old CONUS duty station and new CONUS duty station. TLE reimbursement is limited to 5 days for a Soldier who is PCS to OCONUS location.

A Soldier is not authorized TLE:

1. When leaving active duty (ETS, Retirement or Chapter)
2. For a house-hunting trip taken before the Soldier moves to the new Duty station
3. On behalf of dependent(s) acquired after the PCS order effective date

4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issued
5. On behalf of dependent(s) relocating for personal safety
6. When ordered to ITDY.

Temporary QTRS for the Soldier/dependent(s):

1. Must be a temporary residence; and
2. Must be in the vicinity of the old and/or new duty station or designated place; and
3. May be allowed if family-type GOV'T QTRS are not occupied because:
  - a. HHG have not been shipped from the old PDS; or
  - b. HHG have not been received at the new PDS; or
  - c. GOV'T QTRS are undergoing repair/renovation; or
  - d. **HHG have been packed, picked up and/or shipped from the losing duty station**

Lodging receipts are required!!!!

TLE is a reimbursable expense. Lodging must be paid prior to submitting to Finance for Reimbursement. When Soldier/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

Reimbursement:

May be reimbursed a maximum of \$290 per day for TLE expenses for the Soldier and dependent(s). The locality per diem rate based on the duty station or designated place location is used for TLE reimbursement.

Soldier-Married-to-Soldier (Dual Military)

1. Each may be reimbursed up to \$290 per day
2. Both may not claim the same dependent(s) for TLE on the same days
3. One member may not claim the other member for TLE payment

Soldier is reimbursed 65% of the Locality rate. (Fort Carson 2012= \$84.00)

Soldier and 1 dependent will be reimbursed 100%

For each additional dependent age 12 and over add 35% of the locality rate

For each additional dependent under age 12 add: 25% of the locality rate

Required Documents: TLE worksheet (Finance office), Orders and Amendments, DA 31 (Leave Form), Itemized Receipt

**JFTR Chapter 5 Part H U5700**

## Separations



## **ADVANCE PAYMENTS**

In accordance with *DODFMR VOL 7A Chapter 32 (3201)* and *AR 37-104-4*, an advance pay is paid to provide funds to a soldier to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations.

- A. Advance pay can be taken up to 2 times in conjunction with a PCS move. One may be taken at the losing station 30 days prior to PCS departure. One more can be requested at the gaining station; however they must be requested within 180 days of arrival.
  - ✓ Married Soldiers – if first Advance Pay then do not have to itemize expenses
  - ✓ Single Soldiers – regardless of grade will need to itemize expenses
  - ✓ Soldiers in the pay grade of E-4 and below, and all Soldiers requesting a 2<sup>nd</sup> advance pay, must obtain their Commander's (O-5 or higher) signature
- B. Soldier may request up 3 months of base pay be advance but the soldier must justify financial hardship.
- C. Will be computed as Basic Pay less deductions and any continuous debts.
- D. All requests must be submitted on DD Form 2560 AND copy of PCS orders.
- E. Advance pay is paid back over 12 month period. If soldier takes more than one advance all advances will be paid back concurrently.

## Defense Military Pay Office

Business Hours: 0730-1600

### **BLDG 1220**

Customer Service

Military Pay Inquiries (719) 526-6254

Disbursing (719) 526-5151

### **BLDG 1218**

In/Out Processing, Travel,  
Separations and Retirements

### **BLDG 1042**

Reserve Pay Room 307

SRP Room 340

### **Defense Military Pay Office POCs**

<b>Director</b>	526-3443
<b>Deputy Director</b>	526-3443
<b>Finance SGM</b>	526-8507
<b>Customer Service</b>	526-6254
<b>Building 1220 Lobby</b>	526-1052
<b>Debt Management/ Special Actions</b>	526-8494
<b>Disbursing</b>	526-5151
<b>Building 1220 Lobby</b>	526-5151
<b>In &amp; Out Processing</b>	526-1302
<b>Building 1218 Room 236</b>	Supervisor: 526-6230
<b>IOP/Reserve Pay/SRP Site</b>	526-6230
<b>MPR</b>	526-4084
<b>Processing/ Customer Service/ Debt Management/Special Actions</b>	Supervisor: 526-6317
<b>Reserve Pay</b>	526-9812
<b>Building 1042 Room 307</b>	526-8236
<b>Separations/Retirements</b>	526-4233
<b>Building 1218 Room 229</b>	Supervisor: 526-6230
<b>Wounded Warrior</b>	524-0315
<b>Building 1220 Room 122</b>	
<b>230<sup>th</sup> Financial Support Unit</b>	
<b>Commander</b>	526-1534
<b>First Sergeant</b>	524-1130



Please tell us how well your finance office is supporting you at the following link:

[https://ice.disa.mil/index.cfm?fa=card&site\\_id=614&service\\_provider\\_id=115982](https://ice.disa.mil/index.cfm?fa=card&site_id=614&service_provider_id=115982)

